

# RENOVATION OF A PATIENT CARE UNIT

Several stages take place before and during a Patient Care Unit (PCU) renovation.

## DESIGNING THE PCU

- A renovation of a pcu can be requested by an institute. The funding is provided by the requesting institute and approved by The Office of Facility Management (OFM) of the Clinical Center Institute.
- The Project Officer (PO) from Division of Engineering Services (DES), Institute Clinical Director, Head Nurse (HN), Deputy Chief, OFM, and Hospital Administrative Officer (HAO) compile a list of program requirements.
- PO meets with Architectural and Engineering (A&E) firm to discuss requirements.
- PO, A&E, HN, and HAO conduct a walk-through of the PCU.

There are usually five submissions of PCU drawings for review. These drawings represent 30%, 50%, 70%, 95%, and 100% of the completed project. HAO reviews each to assure HN's requirements are addressed.

### 30% Submission

- Demolition plans, new plans, etc., are indicated on the drawings.
- Program requirements are incorporated.
- Colors and finishes are discussed.
- HAO enters purchase request for installation of Nurse Call (A-Com) and specialized monitoring or security system, etc., if necessary.
- Plans are reviewed by Deputy Chief, OFM, Art Director, HAO, HN and Institute Clinical Director.

### 50% Submission

- HAO, HN, and institute staff review drawings for placement of telephone, MIS computer terminals, and electrical outlets.
- Ensure that 30% comments are incorporated.
- HAO and HN design furniture layout.

- Art Director reviews for electrical outlet and thermostat placement to assure that these devices are not placed in the middle of a wall.

#### 70% Submission

- All major changes should be shown on the drawing.
- Finish schedule (colors, doors, laminates, etc.) is reviewed and approved by OFM Art Consultant/Contractor.
- Deputy Chief, OFM, and HAO review casework and elevations.

#### 95% Submission

- HAO, HN, and institute designee make final review for inclusion of all program requirements.

#### 100% Submission

- Assure that final comments are incorporated into 100% drawing.
- Deputy Chief, OFM, HAO, and HN sign off on 100% drawing.

### **CONSTRUCTION OF PCU**

Before construction begins: see policy "Closing/Relocating/Opening a PCU," in section **Building: PCUs**.

#### **REMINDERS:**

6 MONTHS before completion of unit, enter requests for telephone and furniture (see policies in sections **Building: Requests** and **Furniture**).

6 MONTHS before completion of unit, HN contacts Materials Management to order equipment and appliances.

3 MONTHS before completion of unit, contact Clinical Center departments which provide services to the unit (see policy "Closing/Relocating/Opening a PCU," in section **Building: PCUs**).

2 MONTHS before completion of unit, enter requests for window treatments and installation of small equipment (see policies "Installation of Cubicles Curtains and

Window Treatments”, and “Installation of Miscellaneous Items and Small Equipment,” in section **Installation**).

1 MONTH before closing, enter telecommunications request for telephones, cables, MIS wire, LAN removal when construction begins (see policie “Requests for New Telephone or for Repairs,” in section **Building: Requests**).

During the construction phase, the PO schedules progress meeting with the Construction Foreman, HN, Deputy Chief, OFM, HAO, etc. At this meeting the PO and Foreman provide an update on construction issues.

During construction and just before completion: see policy “Closing/Relocating/Opening a PCU,” section **Building: PCUs**.

Concurrence:

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Chief, Office of Facility Management, Clinical Center, Office of the Director